

# HIMACHAL PRADESH STATE ELECTRICITY BOARD LTD

(A State Government Undertaking)



Registered Office  
Corporate Identity Number (CIN)  
GST Number  
Telephone Number  
Website: www.hpsebl.com,

: F&A Wing, Vidyut Bhawan, Shimla – 171 004.  
: U40109HP2009SGC031255  
: 02AACCH4894EHZB  
: 0177-2809454, 2809548 Fax No. 0177-2658908, 2655387  
: e-mail: gulshansai@Yahoo.co.uk rkj63ur@gmail.com

No. HPSEBL/F&A/WA-36/2020-21 2199-2360

Dated: 18/3/2021

To

The Chief Engineer (ES),  
HPSEBL, Hamirpur.

The Chief Engineer (Gen.),  
HPSEBL, Sundernagar.

The Chief Engineer (PCA.),  
HPSEBL, Shimla-4.

All the Superintending Engineer's (OP),  
In HPSEBL. (including M&T units).

**Sub: Internal Audit of Accounts of HPSEBL for the financial year 2020-21.**

Sir,

You all are aware that Internal Audit of accounts is a statutory obligation and need to be conducted every year. The annual accounts for the F.Y 2019-20 and first half of 2020-21 have already been audited by the internal audit parties of HPSEBL and now the accounts for 2<sup>nd</sup> half of FY 2020-21 up to 31.03.2021 have also to be finalized by 7<sup>th</sup> April 2021. These accounts for the FY 2020-21 shall be audited by the internal audit parties of the Co.

The Internal Audit shall be conducted w.e.f 12.04.2021 to 24.04.2021 by the internal audit teams mentioned in the table below:

Sr.No	Name/ Designation	e-mail ID/Phone number	Name of Office to be audited
1	Sh.Ram Singh Mehta (Sr.AO) (with concerned field unit AAO)	ramsinghmehta66@gmail.com/ 94180-57089	(OP) Circle Rampur/ Rohru
2	Sh. Ashwani Bhardwaj (AO) (with concerned field unit AAO)	bhardwajashwani76@yahoo.in /94180-14674	ES Hamirpur
3	Sh.Purshotam Sharma (AO) (with concerned field unit AAO)	pursharma20@gmail.com/ 94188-53798	(OP) circle Nahan
4	Sh. Manoj Sharma (AO) (with concerned field unit AAO)	mksharma9805164666@gmail.com/ 98051-64666	(OP) Circle Kangra/ Dalhousie
5	Sh.Anurag Mahajan (AO) (with concerned field unit AAO)	aosap123@gmail.com/ 94180-75627	M&T Bilaspur/ (OP) Bilaspur
6	Sh.Kamlesh Sharma(AO) (with concerned field unit AAO)	loanhpsebl@gmail.com / 94591-22933	(OP) Circle Shimla
7	Sh. Dishant Verma (with concerned field unit AAO)	94593-11200	PCA Shimla/SO
8	Sh.Arvind Dhiman (AO) (with concerned field unit AAO)	aoarvindhpsebl@gmail.com/ 94183-69436	Gen. wing, HPSEBL, Sundernagar.

12/3/21

22/3/21 AEL/HT

9	Sh.Balbir Singh (AO) (with concerned field unit AAO)	balbirrana2000@gmail.com/ 98169-07626	(OP) Circle Hamirpur / (OP) Circle Una
10	Sh.Vijay Kumar Verma (AO) (with concerned field unit AAO)	vkverma1766@gmail.com/ 89880-66485	(OP) Circle Mandi
11	Sh.Sanjay Minhas (AO) (with concerned field unit AAO)	Sanjayminhas77@gmail.com/ 94186-74202	(OP) Circle Kullu
12	Sh.Rattan Lal Jaswal (AO) & Kamleshwar Sharma (AAO)	admn438hpsebl@gmail.com/ 70186-12967	HQ DDO's and F&A wing.
13	Sh.Pawan Kumar (AO) (with concerned field unit AAO)	P9418043101@gmail.com 94180-43101	(OP) Circle Solan

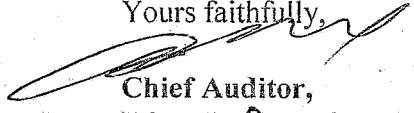
You are therefore, requested to direct the AAO's/Supdt. (D/A) under your control to prepare the data of accounts and send soft copies of all details as per scope of work of Internal Audit (**Annexure 'A'**) to the designated officer through e-mail to enable him to scrutinize/Audit the same. The data/details may be sent to the concerned officer on or before 12<sup>th</sup> April 2021 by all means. In case the internal audit team has to visit the concerned office for verification of data, they shall intimate the field office authority in respect of their visit. The controlling officer of that office shall ensure availability of concerned staff and record during the visit of internal auditors.

If any short comings are pointed out by the Internal Auditors the concerned accounting units will rectify/settle the observation by making necessary accounting entries in the current period there and then. No Supplementary account shall be prepared for FY 2020-21

For clarification, if any required, you may contact Dy.CA. Please extend all requisite support and cooperation to the internal auditors required for smooth completion of the assignment.

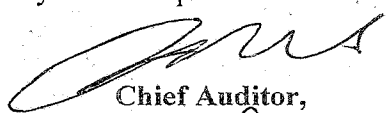
**DA: Scope of Internal Audit.**

Yours faithfully,

  
Chief Auditor,  
F&A Wing, HPSEBL Ltd.,  
Shimla-4.

Copy to the following for information and necessary action please :

1. The Sr.PS/PS/PA to the Managing /Directors in HPSEBL, Shimla-4.
2. The Executive Director ( Pers.) HPSEBL, Shimla-4.
3. The Chief Accounts Officer F&A Wing, HPSEBL, Shimla-4.
- ✓ 4. The Superintending Engineer (IT) Vidyut Bhawan, Shimla-4 for uploaded in HPSEBL website.
5. All the Executive Engineer in field accounting units in HPSEBL. It is requested to provide the vehicle to concerned officer.
6. The Audit team (By name) shall get the data from concerned units by 12<sup>th</sup> of April, 2021 and scrutinize the same. In case of any misclassification/ negative entries found during audit the same may be got rectified from the concerned unit in the current accounts and submit the detailed report (as per Annexure Scope of Audit) to undersigned through mail by 30<sup>st</sup> of April 2021. If the vehicle is not provided by the field units then own vehicle can be used by the concerned officer.
7. The Accounts Officer in the offices of CEs (Gen./ES) for similar necessary action.
8. The AO's/ AAO's in all accounting units. They are requested to mail the detail as per (**Annexure 'A'**) on the email ID's of audit team by 12<sup>th</sup> of April 2021.
9. The Supdt.(D/A), in Accounting Divisions.

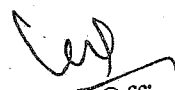
  
Chief Auditor,  
F&A Wing, HPSEBL Ltd.,  
Shimla-4.

## Scope of Internal Audit

Annex (A)

Sr. No.	Description	Scope/Specific Function of Internal Audit
1.	Fixed Assets, depreciation & amortization, CWIP. (GL 10 to 18)	i) Fixed Assets Register (FAR) updated up to 31.03.2021 duly matched with Trial balance of Unit on prescribed formats.
		ii) Work wise /scheme wise detail of Capital works in progress/ WBS as on 31.03.2021 duly matched with Trial Balance of unit.
		iii) Work wise /scheme wise detail of CWIP/WBS put to use and capitalized up to 31.03.2021 after Put to use certificates from Executing Officers-capitalization duly matched with Trail balance of Unit.
		iv) Physical verification certificate of FAR of the Unit.
2.	Store (GL 21 to 22)	i) Reconciliation of store balances with book balance as on 31.03.2021.
		ii) Age wise detail of material as per the requirement of INDAS as on 31.03.2021.
		iii) Physical verification certificate of store as on 31.03.2021. Cleared of GR/IR A/C BH.22.2 by Go Live Units.
3.	Sales, Services and Revenue. (GL 23)	i) Category wise reconciliation of figures of opening balance, assessment, realization and closing balances for FY 2020-21 up to 31.03.2021 with Main abstract ledger of consumers, Revenue returns and Trails balances of Unit.
		ii) Age wise/ category wise list of sundry debtors as on 31.03.2021 as per the requirement of INDAS.
		iii) Category wise list of permanent defaulters consumers as on 31.03.2021.
		iv) Transfer of outstanding amount of disconnect consult to PDCO A/C BH.23.5.
4.	Cash, Bank and Bank Balances. (GL 24)	i) Certificate of daily basis closure of Cash & Bank book from DDOs as per requirement of INDAS.
		ii) The cash and bank balances have to be tallied with Trial balances of Unit.
		iii) Reconciliation certificate of bank balances with bank as on 31.03.2021.
		iv) Scrutiny of bank reconciliation statement of S/Divns./ Divns. duly tallied with balances division as whole CS-I.
5.	Advances, payables and IUTs. (GL 25 to 39)	i) Scrutiny of all type of advances (GL 25 to 28) sub head wise and ensure that proper records of Advances given to Employees/ Pensioners/ Suppliers / Contractors has been maintained by the unit.
		ii) Age wise breakup of outstanding advances (GLs wise).

		<p>iii) The balances under GLs 27.101 to .103, 28.261 to 263, 28.361 to 363, 44.1, 47.6, 57.1 should be NIL as on 31.03.2021 in the Trial of the unit.</p> <p>iv) IUT should be Nil and the IUT reconciliation statement on prescribed formats ending 31.03.2021.</p> <p>v) Bifurcation of balances under (Gl 25 to 39) accounts into current and non- current).</p> <p>Vi) Reconciliation certificate of each with concerned parties.</p>
6.	Provisions and liabilities and payable (GL 41 to 57)	<p>i) Scrutiny related to the records of provisions, liabilities and receivables party wise outstanding as on 31.3.21.</p> <p>ii) Reconciliation certificate with concerned parties.</p> <p>iii) Age wise breakup of balances under these GLs on prescribed formats. Bifurcations of these GLs into Current and non-current.</p> <p>iv) Reconciliation of TDS/TCS GST with subsidy record.</p>
7.	Sale of Power (GL 61 to 65)	<p>i) Month wise check of classification of Sale of Power in various categories (MUs vis-a-vis revenue) of the Unit.</p> <p>ii) Classification of receipts in other income heads of accounts.</p> <p>iv) Reconciliation of TDs/TCs GST with subsidy received.</p>
8.	Purchase of Power/O&M Expenses (GL 70 to 83)	<p>i) Random vouching of all type of expenses (Capex &amp; Opex).</p> <p>ii) Ensure proper classification of expenses.</p> <p>iii) Budget allocation and expenditure incurred by the unit under O&amp;M.</p> <p>iv) Verification of prior period income/Expenses.</p>
9.		Detail of contingent liabilities/ Arbitration cases/consumer cases with the quarter of amounts.
10		Detail of lease hold heard/Assets and period of lease thereof.
11		Detail of reserve fund under BH.56
12		Accountal of Self executed Assets by consumer as per procedure prescribed.
13		Others, if any comments of IA.

  
 Accounts Officer (WA-HQ)  
 F&A Wing, HPSEBL,  
 Shimla-4.